

6 NOV 1958

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Establishment of Personnel Ceilings by Career Service

1. This memorandum contains recommendations for your approval. Such recommendations are contained in paragraph 6.

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2. Regulation [redacted] Ceiling and Position Authorization, was devised to provide the Agency with an effective mechanism to improve personnel management and to control personnel ceilings and grades, and its speedy implementation is desirable. The initial step in the implementation of this manpower control system is the establishment of approved personnel ceilings by Career Services, and until such ceilings are established, Career Service Staffing Authorizations cannot be accurately developed.

3. In an effort to expedite the installation of this new System, the Office of Personnel has compiled personnel ceilings by Career Service for Agency components (Tab A) using current Tables of Organization instead of Planning Papers. All pertinent personnel data used is subject to adjustment because of the inherent time lags in compilation and summarization, and any subsequent changes, deletions or additions may be incorporated into the data as necessary. The procedures used in assigning Career Service designations to the T/O positions which are now the official personnel requirements of the Agency are summarized in Tab B.

4. Inasmuch as the Tables of Organization of the Agency were not planned or developed on the basis of Career Services, the proposed personnel ceilings

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by Career Services may not conform with personnel requirements in support of the Agency's long range programs and plans. However, key Agency officials may periodically review and adjust these requirements when the annual Planning Papers are presented for approval.

5. It is recognized that rotational assignments of personnel between Career Services are of utmost value to the Agency and that Career designees from one Service must continually occupy positions in another Career Service; e.g.: a designee from the "CIV" or "SYN" Career Service on rotational assignment in a "SYN"-designated position. A simple bookkeeping procedure of debiting and crediting the appropriate Career Service can be used to facilitate this inter-Career Service rotation of personnel and to serve as an aid in the preparation of firm, realistic staffing authorizations. These bookkeeping entries would be negotiated and coordinated with the Career Services concerned and reviewed periodically.

6. It is recommended that:

a. The following Career Service ceilings for each Deputy Directorate be approved subject to any subsequent adjustments. (TAB A):

DD/N -  
DD/I -  
DD/S -

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b. Each Deputy Director review personnel ceilings for each Career Service under his jurisdiction, make any adjustments deemed necessary, or approve these ceilings.

*[Signature]*

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c. The Office of Personnel be given authority to set up a system for maintaining inter-Career Service accounting of those designees on rotational assignments.

**RECORDED**

GORDON M. STEWART  
Director of Personnel

Attachment:  
Tabs A and B

The recommendations in paragraph 6 are approved.

L. K. White  
Deputy Director (Support)

Date

CONCURRENCES:

Deputy Director (Intelligence)

Date

Deputy Director (Plans)

Date

Distribution:

- 0 - D/Pers
- 1 - DD/S
- 1 - DD/I
- 1 - DD/P
- 1 - Comptroller
- 1 - Management Staff

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## PROCEDURE USED IN DEVELOPING INITIAL CAREER SERVICE CEILINGS

1. Career Service designations were assigned to all positions in each office in accordance with preliminary discussions between representatives of each Deputy Directorate Career Service and the Office of Personnel.
2. The following basic criteria were used in assigning Career Service designations to Support positions:
  - a. All support positions in DD/I offices were assigned the Career Service designation of the appropriate DD/I office, except Security positions which were designated "SS".
  - b. Support positions in DD/S and DD/P offices were assigned Career Service designations on the following basis:

<u>Support Category</u>	<u>GS Grade</u>	<u>CS Designation Assigned</u>
Personnel	GS-7 and above	SP
Management	All records management positions will be given CS designation of Agency component they are in.	
Comptroller	GS-6 and above	SP
Logistics	GS-7 and above	SL
Security	GS-5 and above, excluding all clerical support positions in DD/I components and including specific clerical support positions in DD/S and DD/P which the Office of Security feels are under jurisdiction of "SS" Career Service.	SS
Administrative	GS-12 and above	SA
Training	DD/S - GS-9 and above, excluding O/Commc positions. All Instructor positions, excluding O/Commc.	ST
Communications	All grades, excluding <input type="text"/> Teletype positions.	SC

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- c. All positions which were not included in one of the above categories because of grade limitations were given the Career Service designation of the Office in which the position was located. (Example: GS-5 position, Personnel Clerk, in Office of Logistics assigned an ST designation.)
- d. The following types of positions were assigned the Career Service designation of the office in which the position was located:
  - (1) Positions of a policy nature relating to the parent office;
  - (2) Positions requiring specialized skills and knowledge which were related to the activities of the parent office; and
  - (3) Positions having no specific functional Career Service.
- e. The Total of Organization of each Agency component was arbitrarily adjusted to its ceiling.
- f. The following Agency components were treated as organizational entities when the new ceilings were being developed:

Office of DDCI  
 Office of DDC  
 Office of DCI/S  
 Audit Staff  
 Management Staff  
 General Counsel  
 Commercial Staff  
 JTC  
 IAS

The number of personnel assigned to these offices was subtracted from the total number of designees of the appropriate Career Service to facilitate the development of realistic Career Service Staffing Authorizations at a later date.

- g. Ceilings were developed for each Deputy Directorate and Career Service.
- h. In computing the number of personnel against ceiling, Career Service designation data was compiled and summarized, the number of Career Service designees in the O/DCI, O/DCS, etc., subtracted, and the number of military, "M" and "D" designated personnel added to the total number of Career Service designees in each parent service.
- i. The following tabulation and Charts 1 and 2 show:
  - a. Distribution of Agency employees by Office and Career Service as of 30 September 1958 (Tabulation);


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- b. Comparison of 1 October 1953 organizational ceiling requirements with personnel on duty as of 30 September 1954, by Organization and Career Service (Chart 1); and
- c. Comparison of proposed distribution of Career Service ceiling requirements for each Deputy Directorate with the number of personnel to be charged against each Deputy Directorate ceiling as of 31 October 1953 (Chart 2).

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